



STATE OF VERMONT
SERGEANT-AT-ARMS

NOW HIRING: ASSISTANT TO THE SERGEANT AT ARMS

The Sergeant at Arms Office is seeking a qualified individual to fill the position of Assistant to the Sergeant at Arms.

This position is a primary contact point for the Vermont State House and involves extensive interaction with members of the public, legislators, the State Curators Office, the Tour Coordinator, volunteers and other State Agencies.

Job duties include, but are not limited to, answering phones, responding to emails, taking legislator messages, reserving rooms, accounts payable and receivable.

This is a full-time position and the normal work hours are 7:45 a.m. to 4:30 p.m. five days a week, however occasional overtime may be required as needed. This can be either staying late or coming in on a weekend day.

This office is in charge of the Page Program so the applicant will be working closely with Legislative Pages who are eighth grade students.

This is a year-round exempt position with full State of Vermont benefits and the starting salary will be based on qualifications and experience.

Please email a cover letter and résumé to Janet Miller, Sergeant at Arms, sgtarms@leg.state.vt.us. Please put “Assistant to the Sergeant at Arms” in the email subject line.

Job Qualifications:

- Prior knowledge of the workings of the legislative process would be helpful, but is not required.
- Prior experience working in an office setting is preferred.
- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook is required.
- Excellent telephone manners are required.
- People skills and a professional attitude are a must as this office is a hub of activity for members of the General Assembly and visitors.